

**BY ORDER OF  
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY  
INSTRUCTION 33-107**

*1 MAY 2003*



***Communications and Information***

***GRAPHICS SUPPORT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction applies to all AFIT activities.

**1. Policy.** Specialized art and related graphic support are provided to all AFIT faculty and staff by Graphics Support (AFIT/SCBY), Information Systems Division, Communications and Information Directorate (SC). Services are provided upon receipt of a completed AF Form 833, or an e-mail to [afit.graphics@afit.edu](mailto:afit.graphics@afit.edu) requesting support. Routine work is accomplished on a first-come, first-served basis. Work for students to fulfill thesis or dissertation requirements is NOT authorized. Limited advisory services will be provided on a time-available basis.

**2. Responsibilities.**

2.1. Faculty and staff may request routine graphic services by e-mail message containing request and due date to [afit.graphics@afit.edu](mailto:afit.graphics@afit.edu), or by obtaining and filling out an AF Form 833, Visual Information Workorder, and delivering or mailing it to AFIT/SCBY. Originators are encouraged to hand-carry requests requiring consultation, visualization, or specialized assistance.

2.2. AFIT/SCBY will monitor special projects to ensure that priorities are assigned impartially and will resolve any scheduling conflicts.

2.3. AFIT/SC approval is required for all requests requiring unanticipated disbursement of funds or procurement of external services or materials not routinely used in art and graphic services.

2.4. AFIT/SCBY must approve and authorize all requests for graphic and/or photographic services that will be purchased with AFIT/SCBY funds. Originators must receive authorization

from graphics and then hand-carry the request to the Multi-media Services Center (Bldg 20). Allow ten working days for routine work. Priorities can be established by contacting Multi-media Services and making necessary arrangements. Requester is responsible for pickup of completed job.

2.5. All graphic material (i.e., visuals, handouts, technical illustrations, covers, graphics for the Internet, brochures, magazines, posters, displays & flyers) that will be presented outside the Institute will be routed through SCBY (Graphics) prior to release for design and production. Graphics materials, or plans for such, to be displayed in AFIT common areas (lobbies, walkways, etc.) will be submitted to SCBY for review prior to placement. This will ensure that all materials meet AFIT/AU/AETC guidelines and standards.

2.6. AFIT/SCBY is the maintaining office for AFIT Limited Edition Lithographs. These prints are available to departing AFIT personnel (i.e., retirement or PCS) and to guest speakers at AFIT. To obtain AFIT Lithographs, requester must e-mail request to AFIT/CCP (policy letter 23 Aug 93) for approval. AFIT/CCP will forward requests to AFIT/SCBY (Graphics) for disbursement.

### **3. Procedures.**

3.1. If requesting by e-mail, originator must provide detailed request and required date to [afit.graphics@afit.edu](mailto:afit.graphics@afit.edu). Attach appropriate files as necessary. If requesting by AF Form 833, deliver or mail to AFIT/SCBY.

3.2. Upon receipt of e-mail or AF Form 833, Graphics will assign a work order number, consult with the originator if necessary, and schedule work. Graphics personnel will call originator for proofing when necessary and for pickup of completed work. All art and masters created by graphics personnel will be retained by AFIT/SCBY.

3.3. Originator must obtain department head or division chief signature on AF Form 833 for :

3.3.1. Projects requiring participation by organizations external to AFIT.

3.3.2. Projects necessitating procurement of contract services or products outside normal supply and equipment channels which generate unfunded requirements of unanticipated disbursement of funds.

3.3.3. Special projects or services not listed in paragraph 4.

### **4. Services Provided By AFIT/SCBY:**

4.1. Consultation on appropriate design, method of production, and delivery of classroom and/or briefing materials.

4.2. Design and/or production of computer generated overhead transparencies, paper prints or electronic files.

4.3. Production of customer-created overheads from PowerPoint files. (Requester's PowerPoint files may be provided to SCBY (Graphics) on disk accompanied by AF Form 833, or as an attachment to an email request. AF Form 833 is an electronic form available for use with Delrina FormFlow.

4.4. Design and production of camera-ready original art for AFIT publications, covers, flyers, logos, schematic charts, technical illustrations, brochures, programs, classroom handouts, displays, command approved mementos, and the Internet (i.e., Home Pages on WWW).

4.5. Design and/or production of illustrations required for reproduction in technical and professional journals.

4.6. Purchase of plaques for AFIT graduations and AFIT's Finest Awards. Information must be provided by requestor.

4.7. Design and production of exhibits and displays depicting the AFIT mission to include special projects approved by the Commandant through the Director of Communications.

4.8. Disbursement of AFIT prints. (Must be authorized by AFIT/CCP IAW AFIT/CC policy letter, 23 Aug 93.)

4.9. Design and layout of AFIT programs, catalogs, & brochures. Limited quantities of programs and brochures may be printed in-house.

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DAVID W. EIDSAUNE, Colonel, USAF  
Commandant  
Air Force Institute of Technology